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PRE-BID MEETING SUMMARY (RE-BID)
ADDENDUM #1

**TERRY CHILDREN'S CENTER
EMERGENCY GENERATOR REPLACEMENT
OMB/DFM CONTRACT # MJ3705000003**

MEETING DATE: December 16, 2016 at 9:00am
ATTENDEES: See attached sign in sheet

1. DEDC described the scope of work. The subcontractors list was discussed.
2. Deadlines:
 - a. Site Visit – Friday October 16, 2016 (This was done after the pre-bid meeting)
 - b. Last date for questions – Friday December 30, 2016
 - c. Last date for substitutions – Friday December 30, 2016
 - d. Last date for addendums – Tuesday January 3, 2016
 - e. Bid opening – Thursday January 5, 2016 at 1:00pm
3. A second site visit is scheduled for Tuesday December 20, 2016 at 9:00am. We will meet in the lobby.
4. The bid opening will be held at the Office of Management and Budget, Division of Facilities Management, at the Thomas Collins Building, 540 S. DuPont Highway, Suite 1 (Third Floor) Dover, Delaware 19901.
5. It was noted to use the bid form that is included in the specifications. Make sure the bid form is filled out completely. All subcontractors will be required to have one of the following listed on the bid form: Tax payer ID number, or Delaware Business License number. Bids must be submitted in triplicate.
 - a. Be sure to list your company name if your company is doing the work.
 - b. Include copies of your business license.
 - c. Include copies of the Affidavit of Employee Drug Testing Program for each contractor and subcontractor.
 - d. All companies listed must be registered in the State of Delaware to perform this work.
6. This is a prevailing wage rate project for New Castle County.
7. Show on the Schedule of Values 1% of contract amount for project closeout.
8. The Performance Bond, and the Payment Bond are held for two years. Use the forms in the specifications.
9. The Retainage is 5%.
10. The Bid Bond is 10%.

11. All permits required for this project shall be obtained by the contractor.
12. The contractor shall have a full time superintendent or working foreman.
Subcontractors cannot be on the job site without the prime contractor superintendent or working foreman being present.
13. All questions must be submitted in writing and must be faxed to DEDC, Attn: Tom Brandenberger, Fax 302-738-7175, or e-mailed to tbrandenberger@dedc-eng.com. Phone calls will not be accepted.
14. There will be a progress meeting on this project every two weeks. The day and time will be determined at the pre-construction meeting.
15. The contractor shall provide a 3 week look ahead schedule at each meeting to indicate work areas and shut downs.
16. The diesel fuel to fill up the tank and used for start-up and testing will be provided by the State of Delaware.
17. Duffield Associates will do soil and concrete testing for the State of Delaware.
18. DFM noted the facility is operated 24 hours a day, 7 days a week. Power is not to be disrupted at any time. The contractor will be responsible to provide temporary power at all times necessary. All cost associated with the temporary power will be by the contractor.
19. A list of equipment substitutions submitted, and whether they were approved or not approved will be provided in the next addendum.
20. The existing generator must remain in operation until the new generator is online and working. (Factory start-up and testing has been completed.)
21. Spec Section 26 32 13 - 1.08 – Delete line P.
22. Spec Section 26 32 13 - 1.08 – Line Q – should read “sound levels shall not exceed 72dBA @ 23 feet in free field environment”.
23. Spec Section 26 32 13 - 2.08 – Line C-10 – should read “sound levels shall not exceed 72dBA @ 23 feet in free field environment”.
24. Spec Section 26 32 13 – 3.02 – Delete line C.
25. Each contractor shall include in their bid \$5000.00 for pick-up, and transport of the boulders from the Ferris School site to the Terry Children’s Center. A revised bid form will not be issued. The \$5000.00 will be part of the bid amount.
26. The contractor is responsible for removal of the existing 20kW natural gas generator with muffler, the remote annunciator panel, and existing ATS. The contractor will place the generator and ATS on a trailer provided by the State of Delaware (DSCYF). The generator weighs approximately 2000 lbs.
27. Employee background checks will not be required for this project.
28. The Terry Children’s Center is a no smoking site.
29. The contractor shall provide a Porta-Potty for the project.
30. Proper PPE will be required at all times on this project.
31. The parking area adjacent to the new generator location will be used for the contractor staging area. Provide fencing per spec section 01 50 00.
32. Each contractor shall allow for 365 calendar days to complete the project. This shall be indicated on their bid form.
33. Work hours will be 8:00am-5:00pm.
34. Electronic copies of the drawings and specifications will be sent to the contractors that have paid for drawings and specifications. They will be sent in

a separate e-mail. The other contractors can obtain electronic copies after they have paid the \$125.00 drawing and specification fee.

- 35. There are no liquidated damages for this project.
- 36. Concrete encasement of the duct bank will be the responsibility of the excavation contractor.
- 37. The loading dock area is not available to place a crane.
- 38. The Building BAS contractor is: Radius Systems LLC. Phone # 610-388-9940.
The electrical contractor shall secure the services of the building BAS contractor.
- 39. A sketch is included to clarify the depths of the footings.
- 40. The generator mounted load bank shall be installed per the contract documents and specifications.

Summarized By: Tom Brandenberger – DEDC
Date: December 19, 2016

OMB/DFM # MJ3705000003
Re-Bid Pre-Bid Meeting
Sign-in Sheet - December 16, 2016

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Sign-in Sheet - December 16, 2016

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